

 11.5
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Palestine Technical University - Kadouri

Faculty of Engineering

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First Exam: Technical Writing

Second Semester 10/11

4.5
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Question #1: State whether of these sentences are True or False? (10 points)

1. Brevity means that the email messages should be kept rather long and attachments be minimized. ~~False~~
2. A memo can be used for corresponding a client. ~~True~~
3. Auto reply using email is suitable for an employee when he is in a holiday. ~~True~~
4. U.S. and S.I. Units can be used in the same text. ~~False~~ ~~anyone unit use~~
5. Cardinal numbers is only allowed to use in technical writing. ~~True~~
6. Abbreviations should be identified in each time is used. ~~False~~ only one time
7. Acronyms is pronounced as initials ~~True~~
8. The sentence should not exceed 12 words ~~False~~
9. Job leaders should be at their work by 10:00 AM ~~True~~
10. She decided to major in Petroleum Engineering even though it would take five years. ~~false (it → she)~~
11. The backup system should be efficient, meet the safety specifications and have a ~~complete~~ complete reliability. ~~True~~
12. The promotion was given to Vicky, who deserved it. ~~True~~ ~~False~~ ~~there is no comma~~
13. Neither the rudder nor the wings was damaged in the crash. ~~False~~ → noise
14. This beam has a semi-circular section. ~~false~~ ~~there is no Hyphen~~
15. We wanted to finish the computer program yesterday, however, the network was down ~~false~~ all afternoon. ~~false~~ → semi. column for how long & how many
16. The section of the beam is rectangular in shape. ~~True~~
17. An investigation of all possible noise was undertaken. ~~True~~ ~~false~~ ~~True~~
18. A large number of employees were absent yesterday. ~~True~~
19. The paragraph should not exceed 15 lines. ~~false~~ → only 12 lines
20. Ambiguity means that you are permitting words like they or it to point to one reference in a sentence. ~~True~~

تم ارفع بواسطه
م. مهن ابو عيسى

7/10

Question #2: Choose the correct answer of the following questions? (10 points)

1. For internal communication, it can be:
 - a) Face to face.
 - b) Via phone.
 - c) Via email.
 - ☒ d) Via memo.
 - e) All of the above.
2. For external communication with a required verification, it can be via:
 - a) Letter.
 - b) Email.
 - c) Phone.
 - ☒ d) All of the above.
3. Business letter can be:
 - a) block format.
 - b) simplified format.
 - c) none of the above .
 - ☒ d) a or b.
4. For strengthening of reinforced concrete structure
 - ☒ a) an FRP (fibre reinforced polymer) is used.
 - b) a FRP (fibre reinforced polymer) is used.
 - c) FRP (fibre reinforced polymer) is used.
 - d) None of the above.
5. It is appropriate to use passive voice
 - a) When you are describing a process.
 - b) If the doer of an action is not known.
 - c) If you do not want to be the doer.
 - ☒ d) All of the above.
6. The team was unable
 - a) to, except for the lead engineer, master the new program.
 - ☒ b) to master the new program, except for the lead engineer.
 - c) None of the above.
 - d) a or b.

7. I was ordered

- ☒ a) by fax to get there as soon as possible.
- b) to get there as soon as possible.
- c) None of the above.
- d) a or b.

8. Only one of the pre 1925 high rise structures

- ☒ a) were damaged in the quake.
- ☒ b) was damaged in the quake.
- c) None the above.

9. For the final exam

- a) you will need a pencil a calculator and three sheets.
- ☒ b) you will need: a pencil, a calculator and three sheets.
- c) you will need a pencil, a calculator, three sheets.
- d) None of the above.

10. For your ideas to be accessible, you should

- a) Subdivide the materials into sections and subsections
- b) Keep the paragraph rather short.
- ☒ c) a and b.
- d) None of the above.